



Awsworth Primary and Nursery School

Educational Visits Policy

Date agreed: Autumn 2022

Review Date: Autumn 2025

Agreed by Governing Body

Introduction

At Awsworth Primary and Nursery School, we value the opportunity to incorporate school trips, local visits and visitors into our Learning for Life curriculum. We know that such opportunities provide children with chances to consolidate learning in a practical manner, to experience new locations, activities and challenges and to develop relationships with peers and staff which are built around trust, respect and positive experiences.

Our aim in providing regular, varied and inspiring educational visits is to engage and motivate children into the content of our curriculum. Each educational visit, whether a residential trip, day trip or shorter visit, is planned with links to the content of lessons and adds to the value of our 'Learning for Life' curriculum. Trips visit trusted and checked locations and add to what children have already learned. Trips are planned in accordance with Local Authority guidelines to provide safe and structured activities.

Trips, visits and learning off-site comprise an essential part of the school curriculum at Awsworth Primary and Nursery School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

It is the role of teaching staff in all areas of school to source, plan and organize educational visits. With the support of office staff to liaise with venues and ensure that costings, bookings and administrative tasks are all completed and form the basis of a well-planned trip.

Responsibility for organizing all educational visits involves the teacher in charge of the trip (visit leader), office staff to assist with booking of transport and monitoring parent permission and payment, the EVC (Adam Gross) to ensure that staff plan meaningful, inspiring and safe trips to trusted venues, the Head Teacher (Ben Painter) to oversee the process, ensuring that policies are followed correctly and the Governing Body to monitor the effectiveness of the trips and processes in place in school.

Within school, responsibility for educational visits rests with the Governing Body, head teacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all off site activities in order to ensure the health and safety of pupils.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes, among others, the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest

- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Visits of outside organisations bringing activities into school
- Residential visits
- Visits abroad

Aims and expectations

Most classes in the school will have one educational visit each term. This may vary depending on curriculum content, cost, and or quality of provision available. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from the headteacher (minimum 4 weeks prior to trip), providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports events, academic events, residential visits and cultural experiences. All activities are made available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a trip

The school has appointed an Educational Visits Coordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

In planning trips, the role of the head teacher is to ensure that all procedures have been followed and the result of this is to have created accurate and complete risk assessments. In executing trips, the head teacher will be the first emergency contact and be able to support trip leaders remotely in situations which require further support.

Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- At the beginning of the academic year, major educational visits (day trips and residential trips) will be arranged, booked and dates of visits will be published to parents.
- In consultation with class teachers and/or phase leaders as applicable, the office will book the entire trip on the agreed date(s). Staff must not book or agree to the invoicing of payment without following the school's financial procedures without the knowledge of office staff. The office will raise purchase numbers and confirm bookings with the transport and venue.
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional (adult) helpers.

- School may subsidise the cost of certain trips for pupil premium children to ensure they have access to these opportunities. (See pupil premium policy)
- All visits will be communicated to parents and payment for trips will be managed using ParentPay.
- Once confirmed with the venue and transport providers, the dates for the trip will be entered onto the school electronic diary.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.

| | Residential Visit | Day Trip | Local Area Visit |
|--|--|---|---|
| Definition | Any educational visit which includes staying overnight away from home. | Any trip to a separate location which requires transport to reach it. | Any activity which takes place within a 2 mile radius of the school grounds. |
| Booking of visit | Beginning of academic year | Beginning of academic year | As far in advance as possible. Ideally four weeks before but opportunities within shorter time frames and will not be ignored if beneficial for the children's development. |
| Information sent to and permission and payment requested from parents / carers. | Depending on cost of trip. UKS2 – before the end of October. LKS2 – before the end of January. KS1 – before the end of March. | At least one calendar month prior to date of visit. | No less than one week prior to trip. At least two weeks' notice to be given wherever possible. |
| Risk assessment completed and submitted to EVC. | Eight weeks prior to date of visit | Four weeks prior to date of visit. | No less than one week before visit. |
| Risk assessment sent to LA for approval. | Six calendar weeks prior to date of visit | Three calendar weeks prior to date of visit. | No less than one week before visit |
| Deadline for permission and payment from parents / carers. | One month prior to date of visit | One week prior to date of visit | Permission should be held already. If payment needed – no less than one week before the visit |

nb. In exceptional circumstances, where opportunities arise to take children on an educational visit and these timescales are not able to be followed, the EVC and head teacher will make the final decision whether a trip will take place by considering the risk assessments completed, notice given to parents and readiness of all staff and children to take part in the visit.

- The EVC must be informed using the 'Educational Visits Risk Assessment Form' at least two weeks before prior to departure. This must be done on the Evolve System.

- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- Payments will be made directly to the school office via ParentPay.
- All communications must be shared with the Headteacher and office at least 2 weeks prior to a trip.
- A calendar of all educational visits for each academic year will be published to parents by half-term in the Autumn term.

Risk assessments

A full risk assessment must be completed prior to a trip (as indicated above), which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments (GRA) provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments are available on the Evolve system under the resource tab.

The Specific Risk Assessment (SRA) must include details of all specific medical issues, additional support for individual children and details of named adult helpers. A copy should be taken on the trip both by the visit leader and deputy leader.

Parental consent

In accordance with the Home School Agreement, written parental consent will not be requested from you for local area visits offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day. However, parents will be informed about the trip or activity by email or letter. These letters should be shown to and agreed with the head teacher 2 weeks prior to any trip. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Educational visits

Ratios

All trips are individually risk assessed to ascertain the safe level of adult supervision required. Below are best practice guidelines for Awsworth Primary School. These are adhered to unless there are exceptional circumstances and/or permission has been given by the head teacher and EVC following an assessment of risk taking into consideration the nature of the trip. All trips that include crossing a road will require 3 staff minimum.

- Reception classes - 1:6
- Years 1 – 2 - 1:10
- Years 3 – 6 - 1:15
- Adventurous activities -1:10 (KS2)
- Residential visits – 1:10 (KS2)
- Visits abroad 1:10 (KS2)

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them

during the school day. All ratios will be tailored specifically to the activity, children and staff who will take part. Consideration of a suitable staff : child ratio is a matter of judgement made with Consultation between HT, EVC and trip leader.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.

Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.

The school will ensure that adults of each gender accompany the children on residential visits and that children with specific needs who will take part in the visit have the correct support in place.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents.

Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be canceled. All payments are made online via the ParentPay.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to speak directly to school.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit. The school reserves the right to not take pupils on excursions if their behaviour is deemed a risk to themselves, others and or staff or indeed to remove a child from a trip or visit if their behaviour puts themselves or others at risk.

Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care that is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible.
- Recently Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit.
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible.
- For EYFS trips, at least one pediatric first aider must accompany children.
- Supervising adults must know of any special medical details relevant to any pupil.
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip.
- Children to be briefed about the importance of staying with their partner/group/adult helper.
- Any adult who has not been DBS checked should not be left alone with children during any activity.
- Adults must never travel alone with a single child in their own vehicle. Only staff with insurance and relevant documentation may transport children to and from events.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- When crossing it is advised to line pupils along the pavement in rows running parallel. One member of staff supervises on the crossed side, one directing traffic and the other at the end of the line. See diagram below.
- Regular headcounts to be taken.
- In extreme heat staff will put sunscreen on children if needed every 2 hours. Suncream should be provided by parents and children taught how to apply.

Emergency procedures

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In most cases, the head teacher will be the first point of contact. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child.
- If a child has been left on the tube/train, they are to get off at the next station and wait.
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them.

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Curriculum policies and intent.
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

Contacts:

Ben Painter: Head teacher

Adam Gross: Education Visits Coordinator

Policy Monitoring and Review

A copy of this policy is available to all staff and parents and is published on the school website. This policy is reviewed every three years by the Governors' Health and Safety Committee.